

Administrative Positions

Office Manager and Secretary positions provide overall administrative and clerical support of office attorneys, investigators and sentencing advocates. These positions communicate with office staff as well as clients and various judicial personnel. Click on the position title for a sample position job description. Please note position descriptions may vary depending on the Public/Capital Defender Office's qualifications.

Office Manager

The Office Manager provides general oversight of the Public Defender Office's administrative functions and supervises the office administrative staff. Comprehensive working knowledge of office practices and procedures is needed along with knowledge of Business English. Experience in case file management, creating and editing letters, memos and correspondence is required along with prior experience in the use of Microsoft Office applications to include Word. The qualified incumbent will have prior experience managing an office, supervising multiple subordinate staff members and in providing direct administrative support. Additional qualifications for the position include the ability to remain organized, plan and prioritize responsibilities and deadlines and communicate effectively both orally and in writing. The candidate must have the ability to work independently in a fast-paced team environment. Previous experience in legal environment is preferred.

Secretary I/II

Secretary positions provide administrative and clerical support to staff attorneys along with communicating and interacting with the public, office colleagues and judicial system personnel. A qualified secretary has at least a working knowledge of office practices and procedures and office equipment, knowledge of Business English and experience in creating and editing letters, memos and correspondence. Experience in use of computer software to include word processing, spreadsheet and database applications is important along with previous experience creating and managing an electronic and manual filing system, and skills in keyboarding. Prior experience providing administrative and clerical support in a criminal justice and/or legal environment is preferred along with experience using Microsoft applications to include, Word and Excel.